



Rieth Jones Advisors (RJA) is seeking an Associate Director to join their team.

RJA seeks to expand our team by welcoming an Associate Director, with the position open to candidates nationwide. This role will be an instrumental leadership position and a key execution resource in providing tailored advisory services across a diverse spectrum of projects, encompassing strategic planning, financial and business operations analysis, real estate transaction execution, and facilitating public-private partnerships (“P3”), among other areas. This position is uniquely structured to report to and work directly with the firm's senior leadership. The role requires a strong combination of leadership and business development skills, technical and strategic thinking and effective communication skills across our industry mediums.

About Rieth Jones Advisors

RJA was founded with the intent to do things differently. We are a collective of individuals who are self-starting, motivated, energetic, entrepreneurial, and passionate about what we do. Our unwavering commitment to excellence is made possible by our robust team of subject matter experts in real estate, finance, operations, design, construction, and infrastructure, who bring a wealth of knowledge and experience to each project.

RJA provides a unique offering of strategic planning and advisory services to position higher education institutions to solve complex financial, operational, and real estate challenges. We embrace the opportunity to work with our institutional partners as one team to advance their goals through a customized hands-on process. We work with assets, including student housing, athletics, student life, academics, parking, utility systems, administrative, and related facilities. With more than 200+ clients across 33 states, the RJA team has planned \$13+ billion in capital projects and executed \$1.5+ billion in P3 transactions. We provide value in every interaction, driving exceptional results for our institutional partners.

Core Responsibilities of the Associate Director

- **Collaborate with RJA Team Members:** Collaborate closely with RJA leadership and current team members to deliver high-quality advisory assignments and develop new opportunities. Implement best practices to enhance the efficiency and effectiveness of our firm's offerings, management, and overall performance as we serve our institutional partners.
- **Lead Teams:** Take a prominent leadership role in guiding and mentoring a team of Associates and Senior Advisors across a diverse range of advisory projects, covering everything from initial market analyses to complex operational and capital projects. This position will have multiple direct reports.
- **Project Leadership:** Provide oversight and direction of various tasks performed by Associates and Senior Advisors and drive the execution of RJA's advisory work. Key project responsibilities will include:
 - Reviewing and refining work product developed by Associates and Senior Advisors, including agendas and project administration documentation, market research and analysis, surveys, economic analysis, presentations and deliverables, and solicitation documents
 - Working closely with Associates and Senior Advisors to develop complex economic models
 - Leading engagement and communication with institutional partners
 - Delivering presentations to institutional executives
 - Engaging with external industry partners through market sounding and management of developer solicitations
 - Leading negotiations on a wide range of contractual agreements, including pre-development agreements, development agreements, ground leases, and operating agreements
- **Administrative and Business Development Responsibilities:** Additionally, you will be responsible for:
 - Collaborating with the RJA senior leadership team to establish and implement standards, processes, and procedures, ensuring alignment and protection of both our interests and those of our institutional partners.
 - Participating in firm growth efforts, including recruiting, interviewing, and staff development
 - Leading internal strategy development and preparation for RJA organizational initiatives.
 - Contributing to thought leadership by actively participating in shaping the firm's short and long-



term strategic direction.

- Supporting RJA staff development Participating in marketing activities to promote firm growth such as conference attendance, media opportunities and networking with industry contacts
- Nurturing relationships with institutional partners and helping identify new opportunities to support their objectives
- Leading internal strategy development and preparation for assigned project work and RJA organizational initiatives.
- Traveling to different campuses, as needed, to support our institutional partners and lead in-person meetings.
- Fulfilling any other duties assigned with the same level of dedication expected of all RJA team members.

Qualifications/Desired Background

- **Educational Qualifications:** A bachelor's degree in finance, real estate, or a related field is required, with an MBA/master's in real estate, business, or a related field preferred.
- **Personal Experience:** Candidates should have at least 10+ years' experience in advisory or consulting, commercial real estate, real estate finance, P3 advisory, or space planning. Proven experience with complex real estate advisory and economic modeling assignments is highly valuable.
- **Strong Work Ethic:** Demonstrate a dynamic work ethic and self-motivation to continually pursue excellence.
- **Communication Skills:** Exhibit excellent written and verbal communication skills with strong interpersonal skills to interact with stakeholders at all levels of the organization.
- **Problem Solving:** You and your peers must think of you as a problem solver. We are a team of curious problem solvers.
- **Entrepreneurial Spirit:** Exhibit an entrepreneurial mindset, with the ability to prioritize multiple tasks and manage time effectively.
- **Consultative Skills:** Possess strong consultative and facilitation skills, with experience working collaboratively with internal and external parties.
- **Team Player:** Display strong teamwork and collaboration skills, including the ability to collaborate virtually with colleagues in various locations.
- **Analytical Skills:** Can distill research data and analyses into clear, actionable recommendations and results, with a focus on effective storytelling.
- **Financial Modeling Skills:** Strong financial modeling, both real estate finance and project finance.
- **Travel Flexibility:** Be open to travel as needed to fulfill job requirements.

Why RJA

- RJA offers competitive pay based on experience and qualifications.
- This position is eligible for quarterly performance-based bonuses up to 20% of the base salary. In addition, an annual bonus is awarded based on individual and firm performance.
- RJA provides various employer-sponsored health, vision, and dental insurance options and a 50% cost share of the premiums.
- 401(k) plan, including company matching.
- Generous PTO, holidays, and parental leave.
- Flexible work environment.
- Annual vacation stipend.
- Annual team trip and inter-office travel.

To apply, email resume and cover letter to wilson@riethjones.com.